



# Haverhill Retirement System

4 Summer Street, Room 303  
Haverhill, MA 01830

Tel: (978) 374-2358  
Fax: (978) 374-2353

**August 30, 2019**

## **PLEASE POST ANTICIPATED OPENING**

### **POSITION:**

**Membership Clerk**  
Haverhill Retirement System

### **HOURS OF WORK:**

**Regular office hours:** Monday – Wednesday and Thursday 8:00 a.m. – 4:00 p.m.  
Tuesday 8:00 a.m.- 7:00 p.m. and Friday 8:00 a.m.- 12:00 Noon

### **SALARY:**

**\$660.70/week-\$956.04/week** (per union contract (steps))

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Contact and set appointments to meet with new members for completing membership forms and counsel all new members regarding enrollment requirements and advises them on any buybacks and/or transfers. Manages the membership database and processes refunds, transfers out and accounts payable. Performs general receptionist duties and assists in the daily office operations of the Haverhill Retirement System. This position requires the handling of confidential information.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Administrator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Maintains Membership Files:**

- Enters new members' in database and sets up files for each.
- Scans pertinent documents on all members into retirement software.
- Gathers information for members' buybacks & makeups.
- Responsible for insuring that members with prior service in another Massachusetts retirement system have their accounts transferred to Haverhill & posted accordingly.
- Works with members and the Veteran's agent to calculate Veteran's buybacks.
- Uploads and posts payroll deductions from all retirement Units.
- Reviews and updates member files from personnel action forms received.
- Processes all refunds and transfers out on terminated members.
- Mails members' annual statements and reviews responses for any changes or updates.
- Verify lien status on members with the MASS DOR.
- Assist Administrator with year-end closing.

#### **Other Job Responsibilities:**

- Acts as Election Officer for Board Member elections.
- Tracks and posts workers' compensation cases.
- Annually prepares and mails inactive member letters and follows up with inactive members.

- Processes monthly accounts payable warrant, including retirees' payroll & 3(8)(c) payments.
- Reviews retirement records' retention schedules, working with the State to ensure compliance.
- Provides data to insurance carriers for fiduciary and workman's compensation policies.
- Assists in RFP process.
- Records & processes daily checks and bank wires.

**Operations:**

- Answers main phone line and distributes calls as appropriate.
- Responsible for member/retiree customer service.
- General correspondence and member requests (ie. beneficiary changes, etc.).
- Processes, date stamps and distributes daily mail.
- Prepares monthly supplementary schedule.
- Aids members/retirees with retirement software portal.
- Receives payroll deductions electronically through ACH's.

Performs additional duties and backup as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM AND PREFERRED QUALIFICATIONS:**

Minimum qualifications are: Three years of public retirement experience, knowledge of MGL Chapter 32 and PTG Software. Preferred qualifications are: A Bachelor's Degree in Accounting or a closely related field, two years of public retirement experience, knowledge of MGL Chapter 32 and PTG Software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Attendance is required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet while in the office.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

**CLOSING DATE:** Monday, September 9, 2019 by 4PM.

**PLEASE SUBMIT COVER LETTER & RESUME BY MAIL OR E-MAIL TO:**

**David Van Dam, Administrator  
Haverhill Retirement System  
4 Summer Street Room 303  
Haverhill, MA 01830  
dvandam@haverhillretirement-ma.org**

The Haverhill Retirement System is an Equal Opportunity/Affirmative Action Employer.